



CITY OF SWEET HOME LIBRARY BOARD AGENDA

May 14, 2020, 4:30 PM

Meeting Location: Sweet Home City Hall
3225 Main Street
Sweet Home, OR 97386

PHONE: 541-367-5007

FAX: 541-367-3754

The City of Sweet Home's Library Advisory Board will meet on Thursday, May 14, 2020 at 4:30 p.m. Those who wish to view the meeting can do so via live stream at live.sweethomeor.gov or by attending in person. **This meeting will be held at City Hall in the Council Chambers.** The City asks the public to consider the live stream option to promote social distancing and limit the spread of disease. Individuals attending this public meeting in person will be required to maintain appropriate social distancing (i.e. maintain a six-foot distance) and be free of symptoms related to COVID-19.

Review / Approval of Minutes

- a) Library Advisory Board Meeting Minutes – April 9, 2020

Report of the Librarian

Fiscal Report

- a) General Ledger Report

Statistics

- a) Patron Statistics
- b) Circulation Statistics

Unfinished Business

- a) Update on Trust Management Grant - Furniture Purchased
- b) Update on Summer Reading

New Business

- a) Update on Public Access Computers and Color Copier
- b) Grant from State Library of Oregon
- c) Storybook Walk
- d) Plans for Reopening

Next Regular Library Board Meeting -

June 11, 2020 @ 4:30 PM

The Sweet Home Public Library Advisory Board welcomes your interest in these agenda items. The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's office at 541-367-8969.

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Library Advisory Board Minutes
April 9, 2020

The meeting was called to order by Vice Chair, Charlene Adams at 4:37pm. Roll call was taken; Present at the meeting Charlene Adams, Brittany Donnell, Don Hopkins and Rose Peda. Kevin Hill was on the meeting but had some technical difficulties which were resolved with the assistance of Brandon Neish. Eva Journey had a family emergency; the Board voted unanimously to excuse her absence.

Motion to approval the minutes from the February 13, 2020 meeting was made by Don Hopkins and seconded by Brittany Donnell. The vote to approve the minutes was unanimous.

There were no minutes from the March 19, 2020 meeting due to cancellation because of COVID-19 closure.

The Board reviewed the expenditures for the month of March. The Internal Service Fund was reviewed by the Library Board.

The Board reviewed the statistics for the month of March.

The Library received a grant from Trust Management Services in the amount of \$9,743. Furniture for the Teen and Children's room will be purchased from the grant. When the Library reopens, the Library will look very different.

Rose reported on staff activities while the library is closed. Staff are doing collection development with children's nonfiction, cleaning up DVDs and Music CDs.

Update on the summer reading program was provided. Rose stated that staff are continuing to work on ideas that will comply with the Governor's Executive Orders. Rose has been in discussion with Tyler Reece from the Boys and Girls Club.

Motion made by Don Hopkins to waive all fines and nonresident library card fees for teens and children during the summer. Kevin Hill seconded the motion. The vote was unanimous.

Rose asked Board members to send dates they could meet with FFA Architects to discuss the final report of the Library Needs Assessment. Rose, Joy Kistner and Larry Horton went to Monroe, Oregon to talk with staff about their library building including funding and construction. The Monroe Library is built from all wood and includes a historic train depot. Rose and Joy went to Cornelius, Oregon to talk with staff about their very unusual library building. The Cornelius Public Library was constructed with senior housing on top.

The upcoming Budget Meeting dates and process were discussed.

Rose discussed the Library's curbside delivery and the disinfecting and quarantining of returning items. Staff are adhering to the Governor's Executive Order and practicing social distancing, washing hands frequently.

City Manager, Ray Towry has instituted a spending freeze and asked staff to place a hold on all non-essential items without lowering the level or standard of service we provide to the public. Rose informed all our vendors and we will not be receiving new books, DVDs, Books on CD until this is lifted.

The meeting was adjourned.

Next meeting is scheduled for May 14, 2020 at 4:30pm

Library Expenditures April 2020

Account Number	Description	Company	\$\$
201-008-455-310	Membership Dues		0.00
201-008-455-311	Subscriptions		0.00
201-008-455-320	Professional Services		0.00
201-008-455-321	Labor Relations		0.00
201-008-455-340	Technical Services	StepUp IT	378.70
201-008-455-423	Custodial Services	Sunshine Industries	81.25
201-007-455-430	Equipment Repair & Maintenance		0.00
201-007-455-431	Building Repair and Maintenance		0.00
201-008-455-432	Grounds Maintenance	Hoy's True Value	44.97
201-008-455-441	Building Rental		
201-008-455-442	Equipment/Vehical Rental	Wells Fargo	157.93
201-008-455-520	Insurance		0.00
201-008-455-540	Advertising	New Era (Love Your Library)	121.50
201-008-455-550	Duplicating and Printing	National Photocopy	50.88
		New Era (misc. printing February and March)	194.86
		Total	245.74
201-008-455-580	Training and Travel		
201-008-455-610	Office Supplies	Office Depot	225.78
		Amazon (Standing Desks for Staff)	780.00
		Staples	16.49
		Total	1,022.07
201-008-455-611	Cleaning Supplies		0.00
201-008-455-612	Operating Supplies	Demco	946.88
201-008-455-613	Uniforms		0.00
201-008-455-618	Postage		0.00
201-008-455-619	Computers		0.00
201-008-455-620	Utilities		0.00
201-008-455-621	Natural Gas	NW Natural	305.42
201-008-455-622	Electricity	Electricity	0.00
201-008-455-623	Phone	Comcast	172.61
		CenturyLink	144.71
		Century Link (Fax and Security)	62.35
		AT&T new cell phone	43.65

Library Expenditures April 2020

		Total	423.32
201-008-455-624	TV Internet	Comcast	165.02
		Comcast (Ethernet)	754.74
		Total	919.76
201-008-455-626	Gasoline/Fuel		0.00
201-008-455-630	Food and Beverage		0.00
201-008-455-640	Books and Periodical	Junior Library Guild	142.50
		Blackstone Publishing	39.74
		Amazon	1,706.09
		Ingram	427.23
		Total	2,315.56
201-008-455-720	Buildings		
201-008-455-803	Special Events		
201-008-455-809	Grant Expense		
201-008-455-731	Construction Capital Outlay	FFA Architect Invoice	1,421.01



Sweet Home Public Library

Circulation Statistics by Item Type

	A	B	C	D
1	Item Type	Jan-20	Feb-20	Mar-20
2	Auto Manuals	1	0	0
3	Books on CD	116	123	38
4	Children's Board Books	81	73	20
5	Children's Easy Readers	186	182	56
6	Children's Fiction	191	242	247
7	Children's Graphic Novels	116	144	92
8	Children's NonFiction	182	208	101
9	Children's Picture Books	487	437	161
10	Children's Ready to Read	37	37	22
11	Children's 100 Books	38	33	11
12	Children's VOX Books	118	152	66
13	DVDs	1,093	1,018	434
14	Fiction	450	391	173
15	Magazines	49	15	8
16	Music CD	20	43	15
17	Mystery	171	203	104
18	New Fiction	164	146	62
19	New NonFiction	54	50	21
20	New Mystery	106	105	36
21	New Science Fiction	4	4	4
22	NonFiction	246	210	76
23	Northwest	42	44	35
24	Paperback General	5	14	3
25	Paperback Mystery	46	41	18
26	Paperback Romance	49	40	10
27	Paperback Westerns	1	7	5
28	Science Fiction / Fantasy	21	21	8
29	Teen Fiction	98	86	37
30	Teen Graphic Novel	51	24	28
31	Teen NonFiction	7	7	1
32	Westerns	35	20	16
33	Ukuleles	0	4	0
34	TOTALS	4,265	4,124	1,908



Sweet Home Public Library

Patron Statistics

	A	B	C	D	E	F
1		Mar-20	Apr-20	2020 YTD	2019	3 YR AVG
2	PATRON ACTIVITY					
3	OPAC Logins	228	161	389	3229	2808
4	SIP2 Logins	641	624	1,265	5069	4703
5						
6	CIRCULATION AND RENEWALS					
7	Checkouts	1574	818	2,392	41328	41687
8	Renewals by Staff	218	7	225	5581	7469
9	Renewals by OPAC	116	2	118	2973	2824
10						
11	HOLDS REQUESTED					
12	Holds by Staff	78	105	183	1629	1546
13	Holds by OPAC	170	177	347	1720	1517
14						
15	ACTIVE PATRONS	2273	2227	4,500	2375	2431
16						
17	NEW PATRONS					
18	Resident	9	3	12	409	465
19	Nonresident	0	0	0	71	54
20						
21	ITEM COUNTS	35631	35632	35632	35973	37348
22						
23	PUBLIC ACCESS COMPUTERS					
24	Logins	199	70	269	5425	5256
25	Pages Printed	415	34	449	10636	5075
26						
27	RESOURCE SHARING SAVINGS	\$2,372.32	\$73.99	\$2,446.31	\$35,213.57	
28	(Program began 2019)					